



Job Announcement

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Opening Date: May 30, 2014
Job Title: Courtroom Clerk
PIN: 086645
Location: Circuit Court for Wicomico County
Salisbury, MD

Closing Date: June 13, 2014
Position Type: Regular Full-Time
FLSA Status: Non-Exempt
Grade/Salary: J07 \$32,033 - \$38,000
(Depending on Qualifications)
Financial Disclosure: No

Regular State employees are subject to promotion/demotion policy

Essential Functions: Provides courtroom assistance for all types of cases on a regular basis. Assists customers, coworkers and supervisors by providing information about records and procedures in the Clerk's office. Assists in the jury selection process; conducts roll call of all jurors, records number of strikes taken by each attorney and maintains a list of jurors selected. Communicates with Jury Commissioner and assignment office as necessary. Administers appropriate oaths. Records proceedings of court activity in clear, concise, and legible manner to be used for permanent docket. Generates and distributes all necessary paperwork and secures necessary signatures on forms. Updates case files by recording docket activity. Works overtime as needed. Position will be cross-trained and will provide assistance to other departments as necessary.

Education: High School Diploma or GED.

Experience: Three years of clerical experience to include:

A) one year of experience working in a trial or appellate court, **or**

B) one year of experience in the fields of criminal justice, parole and probation, legal, or other related fields where knowledge of court procedures, rules, regulations, court and legal terminology is acquired.

Notes: Applicants may substitute education in any field from an accredited college or university for up to two years of the required *clerical experience* at the rate of thirty semester credit hours for each year of experience. In addition, applicants may substitute education in criminal justice, paralegal, judicial studies, or related field from an accredited college or university for the required *court experience* at the rate of thirty semester credit hours for each year of experience.

Preferred: Experience with handling complex issues, working independently, and multi-tasking.

Skills/Abilities: Ability to maintain attention to job relevant court actions for extended periods of time. Ability to compose correspondence using proper grammar, punctuation, and spelling. Ability to interpret documents and procedure manuals. Ability to communicate in an effective, patient and tactful manner with customers and co-workers. Ability to correctly interpret and apply legal procedures, rules, regulations, and laws. Mathematical skills. Ability to use independent judgment to discern and record pertinent information. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

Circuit Court for Wicomico County
PO Box 198
Salisbury, MD 21803-0198
Attn. Mark Bowen, Clerk of the Court

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.